

**SUPPLY
TECHNICIAN (FT)
GS-2005-05**

**FINANCIAL
MANAGEMENT**

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Supply Technician, GS-2005-05

Purpose of position:

The purpose of the position is perform supply support work.

Organization:

Financial Management Branch

Organization goals:**II. MAJOR DUTIES****A. Duty (Critical):**

Uses knowledge of standardized property management and inventory regulations to conduct physical inventories for a broad range of items and to perform research to resolve discrepancies. Performs assignments with considerable independence. (25%)

Tasks:

1. Reviews accuracy of location audit and record changes.
2. Update property records by posting receipts, issues, transfers and disposal actions.
3. Takes actions to correct errors found through the causative research program.
4. Prepares reports reflecting findings and corrective actions.
5. Reviews record adjustments for accuracy and completeness.
6. Provides advice in clearing up discrepancies in records.
7. Prepares correspondence relating to inventory discrepancies.

Selected Staffing KSAs:**B. Duty (Critical):**

Prepares recurring and special reports and compiles statistics from data requiring some reformulation and revised formats. (25%)

Tasks:

1. Extracts and assembles data from files and other records.
2. Selects best sources from which to obtain information.
3. Compiles statistical, status and other inventory or property management

information.

4. Compiles special reports in response to special inquiries.
5. Prepares charts and graphs.
6. Maintains files to track information likely to be needed for reports and briefings.

Selected Staffing KSAs:

C. Duty (Critical):

Uses knowledge of standardized inventory and property management regulations to perform a variety of technical support duties related to maintaining property accounts and records, completing individual transactions, providing customer assistance, screening reference files, conducting data searches, and distributing output files. (25%)

Tasks:

1. Updates databases with information provided from various sources.
2. Retrieves and uses data to respond to issues.
3. Identifies reasons for transaction errors and failures, and makes appropriate corrections.
4. Searches different areas of databases to extract information to resolve data discrepancies, respond to questions, provide status, verify information, and other related functions.
5. Resolves problems by applying regulations and precedent actions, and other general guidelines.

Selected Staffing KSAs:

D. Duty (Non-Critical):

Receive, bar code, store and issue new IT and PSE equipment. Maintain inventory control over security containers. (25%)

Tasks:

1. Receive and stage new IT and PSE equipment and furnishings and update database.
2. Generate and affix bar codes.
3. Arrange for delivery to final destination or store in specified warehouse locations as appropriate.
4. Process issues, transfers and disposal of PSE and maintain accountability by updating the appropriate database.

5. Maintain inventory control over security containers.

Selected Staffing KSAs:

E. Other Work Requirements

1. The employee is required to work other than normal duty hours, which may include evenings, weekends, and/or holidays.

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

A. Selected Staffing KSAs:

1. No Staffing KSAs were selected

B. Basic Training Competencies:

1. Practical knowledge of supply regulations, policies, procedures, techniques and methods applicable to assigned support duties
2. Knowledge of requirements and procedures for maintaining files of supply documents
3. Ability to prepare supply documents
4. Ability to compile and organize supply data
5. Ability to communicate in writing
6. Ability to communicate orally
7. Ability to maintain good working relations
8. Knowledge of policies and procedures for requisitioning and issuing equipment and supplies
9. Knowledge of general office administrative and clerical procedures

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

Level 1-3 (350 Points)

1. Knowledge of standardized inventory and property management regulations, policies, procedures, or other instructions relating to the specific functions assigned. Familiarity with one or more automated supply data bases to enter, correct, and retrieve recurring reports and to structure and retrieve specialized reports. Sound working knowledge of the structure of the local supply organization and the organizations serviced.

Factor 2. Supervisory Controls

Level 2-3 (275 Points)

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations which do not have clear precedents. In some circumstances, the employee works independently. Contact with the work leader is infrequent, although usually available by telephone and periodic on-site visits.

Continuing assignments are usually performed with considerable independence. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation.

Completed work is usually evaluated for technical soundness, appropriateness,

and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Factor 3. Guidelines**Level 3-2 (125 Points)**

Procedures for doing work have been established. A number of specific guidelines are available in the form of supply regulations, policies and procedures. Number and similarity of guidelines and work situations require the employee to use some judgment in locating and selecting most appropriate guidelines, references and procedures for application and in making minor deviations to adapt guidelines in specific cases. Employee may also determine which of several alternatives to use. Situations to which existing guidelines cannot be applied and significant proposed deviations are referred to supervisor.

Factor 4. Complexity**Level 4-2 (75 Points)**

Duties consist of related steps, processes, or methods, such as performing routine aspects of technical supply management functions in support of a specialist. Employee decides what to do by recognizing the existence of and the differences among a few easily recognizable situations and conditions, and by choosing courses of action from among options related to specific assignments. Employee uses different sources of information and performs different kinds of transactions and entries.

Factor 5. Scope and Effect**Level 5-2 (75 Points)**

Work involves execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or a project of broader scope, such as when assisting a higher grade employee. Work affects accuracy, reliability, or customer requirements in supported organizations and other supply units.

Factor 6. Personal Contacts**Level 6-2 (25 Points)**

Contacts are with employees in the same agency, but outside the immediate organization. Persons contacted generally are engaged in different functions, missions, and kinds of work, such as representatives from various levels within the agency or from other operating offices in the immediate installation and/or with members of the general public in moderately structured settings, as with vendor employees concerned with the status of orders and shipments.

Contacts are with members of the general public as individuals or groups, in a moderately structured setting (i.e., they are usually established on a routine basis at the employee's work place or over the telephone, the exact purpose may be unclear at first, and one or more of the parties may be uninformed concerning the role and authority of other participants). Typical contacts at this level are employees at approximately the same level of authority in shipping companies, vendor employees concerned with the status of orders or shipments, and others at comparable levels.

Factor 7. Purpose of Contacts**Level 7-1 (20 Points)**

Purpose of contacts is to obtain, clarify, or exchange facts or information, regardless of the nature of those facts, which may range from easily understood to highly technical.

Factor 8. Physical Demands**Level 8-1 (5 Points)**

Work is primarily sedentary. Employee may sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items such as papers, books, or small parts. No special physical demands are required to perform the work.

Factor 9. Work Environment**Level 9-1 (5 Points)**

Employee typically works indoors in an environment involving everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms. Observances of normal safety practices with office equipment, avoidance of trips and falls, and compliance with fire regulations are required. The area is adequately lighted, heated, and ventilated.

V. CLASSIFICATION SUMMARY

In this position:

Duty A. 25% GS-2005-05 Supply Technician
Conducts Physical Inventories

Duty B. 25% GS-2005-05 Supply Technician
Prepares Records and Reports

Duty C. 25% GS-2005-05 Supply Technician
Data Entry and Retrieval

Duty D. 25% GS-User defined duty. Not classified by system. The final grade may or may not be appropriate.
Receive, warehouse and issue PSE

List of Modified Duties and Factors: *Changes were not grade controlling*

Duty A. has been edited. The final grade may or may not be appropriate. One or more of the factors have been changed.

Duty B. has been edited. The final grade may or may not be appropriate. One or more of the factors have been changed.

Duty C. has been edited. The final grade may or may not be appropriate. One or more of the factors have been changed.

Duty D. has been added.

Knowledge 1 has been edited.

Factor 2 has been edited and may or may not be appropriate.

U.S. Office of Personnel Management (OPM) Published Classification Standards (PCS), Supply Clerical and Technician Series, GS-2005, Transmittal Sheet (TS) 115, May, 1992. The OPM Typing and Stenography Grade Evaluation Guide and the Office Automation Grade Evaluation Guide, dated November 1990 (TS-100), were also referenced, especially for titling guidance.

GS-05 Point range: 855 - 1100

Total Point: 955

Grade: GS-05